

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Administrative Secretary Series

All Applications must be received by:

POSITION SUMMARY:

Working within a Trial Court administrative office, the Administrative Secretary performs receptionist and secretarial duties for an administrative office, answering telephone calls to an administrative office, providing information to the public and to court personnel, and greeting visitors to an administrative office. Also types and performs other clerical work, usually while at the switchboard or console. The position title above the entry level performs higher level duties which require more knowledge of policies and procedures. Employees are hired at the entry level position title and are eligible for reclassification to the higher level position title consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATIONAL LEVEL:

Administrative Secretary I - This is the entry level position title within this series. Employees at this level are expected to perform a variety of receptionist related duties, to perform other secretarial and clerical work, and to train for the next higher level.

Administrative Secretary II - This is the second level position title within this series. Employees at this second level are expected to be able to respond to more complicated inquiries and to perform higher level clerical duties.

MAJOR DUTIES:

Administrative Secretary I Duties:

Receives incoming telephone calls, provides answers to routine inquiries and/or refers them to other personnel.

Screens and greets visitors to an administrative office.

Assists in providing routine information to high level court personnel and the public.

Opens, sorts, and delivers mail within an administrative office.

Types a variety of routine documents from handwritten drafts using WordPerfect 8.0 or higher.

Proofreads typed materials for accuracy and correct punctuation, spelling, grammar, and legal citation (if necessary).

Maintains conference room calendar, arranges meetings and conferences as requested.

Maintains records and files.

Transports confidential materials when necessary from location to location.

May duplicate court tapes and maintain statistics pertaining to them.

Maintains the copy room and equipment, and orders supplies.

Assists in preparing large mailings as necessary.

Provides clerical and procedural support as needed.

Performs related duties as required.

Administrative Secretary II Additional Duties:

Responds to more complicated inquiries or requests for information or determines which requests should be handled by another staff person.

Types more complicated documents or reports using word processing software. May prepare spreadsheets.

Composes correspondence for supervisor's review and signature.

Acts as liaison with other offices, departments and outside agencies.

Assists in maintaining legal collection(s) within the office.

May be called on to provide secretarial assistance to other Department Heads.

Performs special projects.

Performs all of the duties of the lower level position title within this series as required.

POSITION REQUIREMENTS:

Administrative Secretary I Requirements:

A High School diploma or the equivalent and four years of secretarial or administrative experience, or an equivalent combination of education and experience.

Knowledge of clerical and office procedures.

Good knowledge of English, grammar, spelling and punctuation.

Ability to type accurately and proficiently.

Ability to operate standard office equipment, including photocopier machines, calculators, adding machines, and personal computers and terminals.

Ability to communicate effectively and tactfully with the general public and court officials.

Ability to set up and maintain filing systems.

Ability to work independently and follow oral and written instructions.

Proficiency in use of WordPerfect for Windows 8.0 or higher.

Administrative Secretary II Additional Requirements:

A minimum of two years of experience as an Administrative Secretary I.

Considerable knowledge of word processing and spreadsheet software.

Working knowledge of administrative policies and procedures.

Demonstrated ability to create reports and spreadsheets.

Demonstrated ability to respond to a wide range of inquiries in a tactful and courteous manner.

Demonstrated ability to perform duties with minimal supervision and to exercise greater judgment.

SALARY RANGE:

Completed applications should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office .

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER